

# Steps to becoming a Correctional Officer.

Print this to help you in completing the process.

## ☐ Step 1:

**You must first Apply Online.** Click on the Apply Online button on the announcement and complete the application. Then complete the Minimum Qualifications exam. If you meet the requirements (pass) then you need to take the Online Multiple Choice Written Exam. If you receive a passing score (60) then you are ready for Step 2.

The Online Multiple Choice Written Exam is a timed exam. Once you begin you have 60 minutes to complete it. You want to start the exam when you will not be interrupted and have the hour to complete this exam. If you do not complete this within the time allowed you will have to wait 4 months until you can retake the exam.

## ☐ Step 2:

**Next you must complete the Background Investigation Questionnaire (BIQ).** Go to the Idaho Department of Correction (IDOC) website [www.corrections.state.id.us](http://www.corrections.state.id.us) and then click on Employment. There you will need to print the BIQ and submit to IDOC.

Idaho Department of Correction  
Human Resource Office  
1299 N Orchard St. Suite 110  
Boise, ID 83706  
FAX: (208) 327-7402

The department then reviews the BIQ, gathering the required supplements for accuracy and completeness. (On average this process takes 5 business days) Note: If the applicants Background Investigation Questionnaire is not filled out completely or accurately the background process is delayed significantly.

## ☐ Step 3:

**If you meet IDOC hiring standards (background check)** IDOC will then have the BIQ reviewed by management for approval. If management does not approve the applicant's background a letter will be sent notifying the applicant. If management approves the applicant's background then you are eligible for the next step.

## ☐ Step 4:

**Now you will be notified for an interview.** IDOC will notify you by email and/or phone regarding coming in for a placement interview. If you pass this final part of the hiring process then you will be given a Conditional Offer of Employment.

## ☐ Step 5:

**Conditional Offer of Employment** Once you have been given this offer you will be required to pass a **medical screening, vision and hearing exam** in accordance with POST requirements. You are now on your way to becoming a Correctional Officer.